

Workshop Calendar

HWS - An American Job Center - 5752 Ames Avenue

~ September 2015 ~

Mon	Tue	Wed	Thu	Fri
31 <u>8:30-9:00</u> Interviewing Tips <u>9:00-10:00</u> JD NEG Orientation <u>9:30-10:00</u> Resume Tips <u>10:30-12:00</u> NEworks 101	1 <u>9:00</u> WorkOpps/Partnership Orientation <u>10:00</u> Introduction to financial Coaching <u>10:30-11:30</u> Neres Orientation (see description)	2 <u>9:00-10:00</u> JD NEG Orientation <u>9:30-11:30</u> ReStart Offender Forum <u>10:30-11:30</u> Neres Orientation (see description)	3 <u>9:00-12:00</u> Basic Computer Skills (Level 1) <u>12:00-3:00</u> Basic Computer Skills (Level 1) <u>1:00</u> WorkOpps/Partnership Orientation	4 <u>8:00-9:00-</u> Resume Building <u>9:00-11:30-</u> Basic Computer Skills (Level 2) <u>1:00-1:30</u> Job Search/Networking <u>2:00-2:30</u> Work Readiness/Onet <u>3:00</u> NEworks For You!
7 <u>8:30-9:00</u> Interviewing Tips <u>9:00-10:00</u> JD NEG Orientation <u>9:30-10:00</u> Resume Tips <u>10:30-12:00</u> NEworks 101	8 <u>9:00</u> WorkOpps/Partnership Orientation <u>10:00</u> Introduction to financial Coaching <u>10:30-11:30</u> Neres Orientation (see description) <u>1:00</u> CONNECT Workshop Nebraska's Ready-to-Work IT Partnership	9 <u>9:00-10:00</u> JD NEG Orientation <u>10:30-11:30</u> Neres Orientation (see description) <u>9:00-12:00</u> Web Development Workshop	10 <u>1:00</u> WorkOpps/Partnership Orientation	11 <u>8:00-9:00-</u> Resume Building <u>9:00-11:30-</u> Basic Computer Skills (Level 2) <u>1:00-1:30</u> Job Search/Networking <u>2:00-2:30</u> Work Readiness/Onet <u>3:00</u> NEworks For You!
14 <u>8:30-9:00</u> Interviewing Tips <u>9:00-10:00</u> JD NEG Orientation <u>9:30-10:00</u> Resume Tips <u>10:30-12:00</u> NEworks 101	15 <u>9:00</u> WorkOpps/Partnership Orientation <u>10:00</u> Introduction to financial Coaching <u>10:30-11:30</u> Neres Orientation (see description)	16 <u>9:00-10:00</u> JD NEG Orientation <u>9:30-11:30</u> ReStart Offender Forum <u>10:30-11:30</u> Neres Orientation (see description)	17 <u>9:00-12:00</u> Basic Computer Skills (Level 1) <u>12:00-3:00</u> Basic Computer Skills (Level 1) <u>1:00</u> WorkOpps/Partnership Orientation	18 <u>8:00-9:00-</u> Resume Building <u>9:00-11:30-</u> Basic Computer Skills (Level 2) <u>1:00-1:30</u> Job Search/Networking <u>2:00-2:30</u> Work Readiness/Onet <u>3:00</u> NEworks For You!
21 <u>8:30-9:00</u> Interviewing Tips <u>9:00-10:00</u> JD NEG Orientation <u>9:30-10:00</u> Resume Tips <u>10:30-12:00</u> NEworks 101	22 <u>9:00</u> WorkOpps/Partnership Orientation <u>10:00</u> Introduction to financial Coaching <u>10:30-11:30</u> Neres Orientation (see description) <u>1:00</u> Connect Grant Workshop	23 <u>9:00-10:00</u> JD NEG Orientation <u>10:30-11:30</u> Neres Orientation (see description)	24 <u>9:00</u> Financial Freedom <u>1:00</u> WorkOpps/Partnership Orientation	25 <u>8:00-9:00-</u> Resume Building <u>9:00-11:30-</u> Basic Computer Skills (Level 2) <u>1:00-1:30</u> Job Search/Networking <u>2:00-2:30</u> Work Readiness/Onet <u>3:00</u> NEworks For You!
28 <u>8:30-9:00</u> Interviewing Tips <u>9:00-10:00</u> JD NEG Orientation <u>9:30-10:00</u> Resume Tips <u>10:30-12:00</u> NEworks 101	29 <u>9:00</u> WorkOpps/Partnership Orientation <u>10:00</u> Introduction to financial Coaching	30 <u>9:00-10:00</u> JD NEG Orientation <u>9:30-11:30</u> ReStart Offender Forum <u>10:30-11:30</u> Neres Orientation (see description)		

(An Equal Opportunity Employer)

Workshop Descriptions

Basic Computer Skills Classes (level 1) Attend one of these Basic Computer Skills Classes where you will learn to use a personal computer, search the internet, create workplace documents, set up email accounts, and prepare a letter.

Basic Computer Classes (level 2) will help you take the mystery out of computers by teaching basic computer skills and help with brushing up on Microsoft Word, Excel and PowerPoint. *Open to the public, to register, please contact the READY Specialist at 402-231-1978.*

Financial Freedom will cover the impact of credit for employment, how to repair and establish credit, and the use of credit. Call 402-444-4700 with questions

Interviewing Tips will teach you the dos and don'ts of the interviewing world. We will take a look at some common mistakes and how to avoid them. Please register in advance at NEworks.nebraska.gov, open to the public. Contact Craig Donnelly 402-595-3070

JD NEG Orientation Nebraska's Job Driven project creates reemployment services and work-based trainings for dislocated workers, unemployed workers, and veterans returning from service. This industry driven project will help connect and prepare participants for employment opportunities in Manufacturing and Transportation, Distribution, and Logistics (TDL) industries. Contact Tatyana Kolesnikova at 402.934.2822

Job Search/Networking will provide eight basic keys to help you during your job search and show you, first-hand, the value of networking in your community. Please register for this workshop in advance at NEworks.nebraska.gov, open to the public. Contact Craig Donnelly 402-595-3070

NEres Orientation The NEres Orientation is an introduction to work search activities and tools to assist job seekers. Topics include job searches, labor market information and assessments, and using these tools to find the right job for you! *Please contact Karin Humenick-Cullen (402) 934-2821 to register, open to the public.*

NEworks 101 Not sure how to register in NEworks? Need help getting started with your resume? Let us show you how to navigate NEworks.nebraska.gov and talk about some extras. This presentation is geared towards this with novice computer skills. Clients with limited computer knowledge should attend this session. Please register at NEworks.nebraska.gov, open to the public. Contact Craig Donnelly 402-595-3070

NEworks For You! Not sure how to register in NEworks? Need help getting started with your resume? Let us show you how to navigate NEworks.nebraska.gov and talk about some extras. Please register for this workshop in advance at NEworks.nebraska.gov, open to the public. Contact Craig Donnelly 402-595-3070

ReStart Offender Forum readiness workshops will assist with basic computer skills; work on developing a resume, and guidance on how to talk with employers about their criminal records. You will also be involved in peer mentoring groups that will address barriers such as soft skills, housing, transportation, family dynamics, and other issues related to employment. The workshop is open to anyone with a felony offense.

Resume Building will help you with improving an existing resume or building a new one. *Open to the public*

Resume Tips will provide you with the knowledge needed to tweak your current resume to get the job. We won't let you leave empty handed! Please register for this workshop in advance at NEworks.nebraska.gov, open to the public. Contact Craig Donnelly 402-595-3070

Work Readiness/O*Net will outline the soft skills you need to keep a job; learn how to use onetonline.org to discover more about different career paths and the necessary skills to excel in your chosen field. Please register for this workshop in advance at NEworks.nebraska.gov, open to the public. Contact Craig Donnelly 402-595-3070

Connect Grant assists with reemployment services, educational training, and work-based training for long term unemployed, underemployed, and veterans/spouses of eligible veterans. This grant is focused on employment and training in Information Technology careers. Contact NDOL.conNEct_Grant@nebraska.gov with questions or for more information.

Introduction to Financial Coaching will let you know how financial coaching works and how it can benefit you by helping you to identify your financial goals and make a plan to achieve those goals. For more information contact Jack Hogston at 402-934-2877 or cell 402-670-0322.